

ASSOCIATE PERSONNEL ANALYST

REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: June 26th, 2006

Collective Bargaining Identification: R01

Job Analysis Conducted By: Lisa D. John, Associate Personnel Analyst
Department of Corrections and Rehabilitation

Number of Incumbents: There are 53.60 incumbents in this classification
per Department of Corrections & Rehabilitation
Filled/Vacant Position Report dated April 4, 2006.

Names of the Subject Matter Expert(s) and their background:

MARIAN DILLEY, STAFF SERVICES MANAGER I, SELECTION SERVICES SECTION, OFFICE OF WORKFORCE PLANNING AND SELECTION

Marian has been with the Department of Corrections and Rehabilitation for over 20 years. She is currently a Staff Services Manager I, Selection Services Section, Office of Workforce Planning and Selection. She was previously an Associate Personnel Analyst for over 6 years with the CDCR.

DEBRA FOSS, ASSOCIATE PERSONNEL ANALYST, JUVENILE JUSTICE, OFFICES AND BOARDS UNIT, OFFICE OF PERSONNEL SERVICES

Debra has been with the Department of Corrections and Rehabilitation for over 20 years. She is currently an Associate Personnel Analyst, Juvenile Justice, Offices and Boards Unit, Office of Personnel Services.

LOURDES SILER, STAFF SERVICES MANAGER I. STANDARDIZATION AND RESOURCE DEVELOPMENT UNIT, OFFICE OF PERSONNEL SERVICES

Lourdes has been with the Department of Corrections and Rehabilitation for over 26 years. She is currently a Staff Services Manager I, Standardization and resource Development Unit, Office of Personnel Services. She was previously an Associate Personnel Analyst for over 4 years with the CDCR.

ASSOCIATE PERSONNEL ANALYST INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were developed by utilizing:

- State Personnel Board Class Specification, Associate Personnel Analyst
- Personnel Operation Section Class File
- Duty Statements
- Job Opportunity Bulletin
- Internet sites from New York and Wisconsin
- Consulting with Subject Matter Experts

SME's reviewed the existing job analysis for Associate Personnel Analyst dated June 26th, 2006, to provide any necessary updates/changes. Minor changes were made to include language changes consistent with the Department's reorganization of July 1, 2005. In addition, willingness statements were added.

Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked 04/17 – 19/2001